**Liberty First Credit Union – HR Generalist**

**Why Liberty First Credit Union?**

Join the best small company to work for in Lincoln and Omaha! We have 100+ associates and 7 locations in the Lincoln, Omaha and Seward areas.

Our associates and members are key to our success as a Credit Union. Our goal is to continually strive to make LFCU a great place to work by providing meaningful work, career development, and professional development opportunities. Our benefits and associate programs are some of the most competitive and low-cost to associates amongst Nebraska employers.

**General Summary:**

The Human Resource Generalist will support the daily administrative functions of the Human Resource (HR) department including recruitment and selection, on-boarding new associates, payroll and benefits management, leave management, interpretation and administration of employment policies and practices, and general HR tasks.

**Essential Functions**:

* Payroll Administration
	+ Responsible for bi-weekly payroll processing and data management in HRIS/payroll software
	+ Reviews and processes commissions and incentives
* Benefit Administration
	+ Informs associates about company benefits
	+ Assists associates with benefit enrollment and changes
	+ Works with HR Director to manage benefit communication plans and open enrollment processes
	+ Manages vendor data entry and reconciliation of invoices to ensure accurate balancing
* Recruitment & Selection
	+ Collaborates with managers to facilitate the hiring of qualified job applicants for open positions
	+ Creates job descriptions and compensation documentation, creates postings/advertising, attends job fairs, develops recruiting strategies, interviews candidates, handles pre-employment requirements and tasks and employment documentation
	+ Facilitates new hire orientation and on-boarding programs
* HR Office Administration
	+ Responsible for associate file management to ensure information is accurate, complete, and compliant.
	+ Works with HR Director to ensure all administrative and compliance tasks of the HR Office are completed
* Employment Policies & Practices
	+ Handles employment-related inquiries from applicants, associates, and supervisors, referring complex and/or sensitive matters to the appropriate associates.
	+ Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
	+ Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
* Performs other duties as assigned.

**Requirements:**

* Four-year degree or equivalent education and experience in a business or related curriculum
* One year of human resource experience
* Experience processing payroll and administering benefits
* Experience with recruitment and on-boarding
* Working knowledge of employment-related laws and regulations
* Proficient with Microsoft Office Suite or related software
* Proficiency with or the ability to quickly learn the organization’s HRIS and talent management systems. ADP experience helpful.
* Excellent verbal and written communication skills
* Excellent interpersonal skills
* Excellent organizational skills and attention to detail
* Excellent time management skills with a proven ability to meet deadlines and prioritize tasks
* Strong analytical and problem-solving skills
* Ability to act with integrity, professionalism, and maintain strict confidentiality
* HR certification preferred

**Work Hours**

* Full-time - Salary Exempt

**Wage**

* Wage is commensurate with experience and skills ($55,000 - $60,000+ per year)
* This position is eligible for a discretionary gain-share plan payment annually

**LFCU BENEFITS AND OTHER PROGRAMS**

Insurance Benefits

* Medical – LFCU pays 85% of premium, associates pay only 15%
* Dental – Free to associates
* Vision - LFCU pays 50% of premium
* Life and ADD – LFCU pays 100% of premium
* Short-term and Long-term Disability – LFCU pays 100% of premium
* AFLAC Supplemental –Cancer, Critical Care, Accident, Hospital - associate paid
* Flexible Spending Accounts (FSA) – Health Savings and Dependent Care

Retirement Plan – Discretionary contributions: LFCU contributes 5% of associate earnings to Profit Sharing. LFCU matches 50% up to 5% of associate’s 401(k) contributions.

Gain Share Plan: Reviewed and approved by the Board annually, this discretionary plan rewards associates when the credit union achieves above average performance. Associates are also rewarded based on their level of performance and contributions to the success of the credit union.

Paid Leave

* Vacation– 2 weeks/year
* Sick – 2 weeks/year
* Personal Day – 2 days earned after one year
* Holiday Pay – 6 paid holidays/year + 5 additional federal holidays per year. For 1 of the 5, staff are required to attend an all-staff meeting, the remaining 4 may be provided as holiday pay based on LFCU's discretion.
* Funeral Leave

Additional Programs

* Quarterly all-staff professional development
* Tuition Reimbursement
* Fitness Club Reimbursement
* Free Breakfast on Fridays
* LFCU Apparel – 2 free items annually